

# Bulk Timesheet

A Bulk Timesheet option is used to create multiple Timesheets for the patients in the system.

## Create Bulk Timesheet

DASHBOARD

FEATURES

EMPLOYEE

PROSPECTS

CLIENT

SCHEDULING

TIME SHEET

EMPLOYEE BILLING REPORT

VISIT REPORTS

BULK TIMESHEET

ACTIVITY LOG

BILLING

MESSAGES

REPORTS

ATTENDANCE

SETTINGS

3

Patient - Schedule

0

Total Present

0

Total Absent

3

Total Schedule

0

Inprogress

2

Missed Schedule

0

Complete

0

Over Time

0

Patient - New

3

Active Patient

0

Not Scheduled

0

Unread Messages

2

Pending Time Sheet

0

Prior Auth. Expiring

0

Prior Auth. Expired

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 3

INPROGRESS - 0

MISSSED - 2

COMPLETE - 0

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

	Employee	Patient	Service	Employee Phone	Schedule Start Time	Schedule End Time	Clock In	Clock Out	Action
<input type="checkbox"/>	Admin, Master	Taylor, Andrea	Adult Day Care	6122762812	11/16/2023 06:00 am	11/16/2023 07:00 pm	✖	✖	Change Schedule
<input type="checkbox"/>	Draper, Don	Rock, Chris	Adult Day Care	6784321568	11/16/2023 08:00 am	11/16/2023 12:00 pm	✖	✖	Change Schedule
<input type="checkbox"/>	Aniston, Maria	Borne, Jason	Adult Day Care	6785673242	11/16/2023 09:00 am	11/16/2023 02:00 pm	✖	✖	Change Schedule

Select the Employee Name, Patient Name, Care Type, Type of Timesheet, From Date, To Date and Click Search.

GROUP TIMESHEET

Step 1: Select the patient schedule(s)

Facility

Myezcare Adult Day i

Patient

Chris Rock

Service

Adult Day Care

Types OF Time Sheet

Missing

From Date

11/02/2023

To Date

11/06/2023

Search

Reset

Facility Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date
No records found.						

Next

The required details will appear on the screen, now select the checkbox and Click Next option.

## GROUP TIMESHEET

### Step 1: Select the patient schedule(s)

**Facility** Myezcare Adult Day Center **Patient** Chris Rock **Service** Adult Day Care **Types OF Time Sheet** Missing **From Date** 11/02/2023 **To Date** 11/06/2023

Selected : 5

Total Record: 5

<input checked="" type="checkbox"/>	Facility Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/02/2023	11/02/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/03/2023	11/03/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/04/2023	11/04/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/05/2023	11/05/2023
<input checked="" type="checkbox"/>	Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158989898	11/06/2023	11/06/2023

Next >

Verify the Clock-in time and Clock-out time and make necessary changes and then Click Next option.

## GROUP TIMESHEET

### Step 2: Confirm clock-in and clock-out time

Employee Name	Patient Name	Payor	Care Type	Authorization Code	Schedule Start Date	Schedule End Date	Clock In Time Clock <input type="button" value="Reset"/> <input type="button" value="Apply All"/>	Clock Out Time Clock <input type="button" value="Reset"/> <input type="button" value="Apply All"/>
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/13/2023	07/13/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/14/2023	07/14/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/20/2023	07/20/2023	06:00 am	08:00 pm
Andrew Alex	Antony Abel	Straight Medicaid	Personal Care	1547854	07/21/2023	07/21/2023	06:00 am	08:00 pm

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Select the Visit Task Details from the list and Click Next option.

### Step 3: Select the visit tasks

<input type="checkbox"/>	Visit Task Detail	
<input type="checkbox"/>	Beauty/Barber Shop	
<input type="checkbox"/>	Field Trips	
<input checked="" type="checkbox"/>	Gardening/Horticultural	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option
<input type="checkbox"/>	Independent Project	
<input type="checkbox"/>	Laundry	
<input type="checkbox"/>	Other	
<input checked="" type="checkbox"/>	Special Group Projects	<input checked="" type="radio"/> Simple <input type="radio"/> Detail Task Option

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Next >

Now review the Timesheet and if needed add Remarks to the Timesheet and Click Complete option. The missing Timesheet is now added to the Visit Report.

Step 4: Review and add Remark

Employee Name	Patient Name	Payor	Service	Authorization Code	Schedule Start Date	Schedule End Date	Clock In	Clock In Time	Clock Out	Clock Out Time
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/01/2023	11/01/2023	11/01/2023	08:00 am	11/01/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/02/2023	11/02/2023	11/02/2023	08:00 am	11/02/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/03/2023	11/03/2023	11/03/2023	08:00 am	11/03/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/04/2023	11/04/2023	11/04/2023	08:00 am	11/04/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/05/2023	11/05/2023	11/05/2023	08:00 am	11/05/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/06/2023	11/06/2023	11/06/2023	08:00 am	11/06/2023	12:00 pm
Myezcare Adult Day Center	Chris Rock	Aetna Better Health of New York	Adult Day Care	158988898	11/07/2023	11/07/2023	11/07/2023	08:00 am	11/07/2023	12:00 pm

Visit Task Detail	Type	Service Time (in Minutes)	Remarks
Gardening/Horticultural	Simple	10	
Special Group Projects	Simple	10	

Remarks

Remarks

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Complete ▶

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